

**CHAPTER 5****WORKSHEET**

## Career Objective Practice

**1. JOB TITLE:** \_\_\_\_\_

**2. MAJOR SKILL AREAS IMPORTANT FOR THE JOB:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**SPECIFIC TASKS/ACCOMPLISHMENTS NEEDED FOR THE JOB:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**NUMBER OF YEARS EXPERIENCE IN DESIRED FIELD:** \_\_\_\_\_

(Add this *only* if you have an impressive number.)

**3. MOST IMPORTANT PERSONALITY TRAIT NEEDED FOR THE JOB:**

\_\_\_\_\_

**4. CHECK THE MAIN BENEFIT(S) YOU WILL BRING TO THE JOB:**

- |  |  |
|--|--|
| <input type="checkbox"/> Increase sales        | <input type="checkbox"/> Improve system performance        |
| <input type="checkbox"/> Increase market share | <input type="checkbox"/> Improve employee work performance |
| <input type="checkbox"/> Improve efficiency    | <input type="checkbox"/> Promote good customer relations   |
| <input type="checkbox"/> Develop new products  | <input type="checkbox"/> Create new programs               |
| <input type="checkbox"/> Attract new clients   | <input type="checkbox"/> OTHER: _____                      |

(continued)

## CHAPTER 5

## WORKSHEET (continued)

## Career Objective Practice

## 5. PUTTING IT ALL TOGETHER

Transfer your information from the previous page to the chart below:

	_____	(job title)
where my	_____	(skill #1 or years of experience)
	_____	(skill #2)
	_____	(personality trait—if applicable)
will result in	_____	(benefit)

## WORKSHEET INSTRUCTIONS

Compare the objective you wrote with the example at the bottom of page 24 and the previous example of the pharmacist on page 23.

Make whatever changes you need so that your objective flows smoothly.

Copy the final version of your objective on the worksheet page that follows.

Remember: write it *exactly* as you want it to appear on your resume.

## RESUME STYLE GUIDELINES

Your job title should stand out. To do this use either caps, italics, boldface, underlining, or a combination. The choice is yours.

Instruct the typist how you want your job title printed.



EVEN IF YOUR RESUME DOES NOT WARRANT A LENGTHY OBJECTIVE, DO NOT OMIT IT ALTOGETHER. AT THE VERY LEAST, LIST THE JOB TITLE OF THE POSITION YOU ARE SEEKING (LIKE THE EXAMPLE OF THE PHARMACIST).

REMEMBER: AN *EFFECTIVE OBJECTIVE*, ONE THAT MENTIONS SKILLS AND BENEFITS, WILL BE TAKEN THE MOST SERIOUSLY.